

**SUMMARY OF THE
ACCREDITING AUTHORITY COMMITTEE MEETING
May 4, 1999**

The Accrediting Authority Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Tuesday, May 4, 1999, at 3:00 p.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Mr. John P. Anderson of the Illinois Environmental Protection Agency, Division of Laboratories. A list of action items is given in Attachment A. A list of participants is given in Attachment B.

INTRODUCTION

Mr. John Anderson, Chairman, opened the meeting and requested that members refer to the agenda he had provided them prior to the teleconference. He reported that the anticipated list of comments from the EPA NELAP Lead Assessors had not been received, though the committee had received several comments from the State of Wisconsin, and had two other major sections to discuss.

SPECIFIC ISSUES

6.3.3.1.1 The committee has new language for article (d) of this section which reads as follows:

d) The accrediting authority shall have a policy and procedure for updating the NELAP national database with the NELAP-required information specific to the laboratories for which that accrediting authority is the primary or secondary accrediting authority. These updates must occur no less frequently than every two weeks. The schedule for the updates would include submitting a report even if there were no changes to the database.

6.11 The committee has been working on specific language for the new section 6.11 regarding oversight of NELAP. Their proposal is worded as follows:

“6.11 NELAP Oversight Review Board

The NELAP Oversight Review Board (NORB) shall be an accreditation body composed of five representatives from the regulating states (accrediting authority) and the regulated community. The NORB shall include one member of the regulating community (laboratory accreditation authorities) appointed by the NELAC Board of Directors, one member of the regulated community (accredited laboratory) selected by ELAB, and three members appointed from the regulating community (state laboratory accreditation authorities) by the Accreditation Authority Committee. None of the members of NORB may be an acting member or board member of any of the appointing designees. The NORB annually selects one of its members to serve as its chair. Each member shall serve five years.

The NORB has the responsibility to monitor/audit NELAP to determine that NELAP is performing in accordance with the requirements of the ISO 61 Guidelines. The NORB will

conduct an annual review of NELAP and report its findings to the Accreditation Authority Committee at each annual meeting.”

Comments from State of Wisconsin:

6.3.3.2 (g) This section should add “, when required, “ after the phrase “the NELAP assessment team will schedule”.

6.4.2 (e2) This section should delete the word “physical”, and should now read “the comprehensive on-site assessment of”

6.4.3 (a3) This section should now read “the NELAP recognition fields of testing for which initial recognition is sought; and”.

Other changes determined as a result of committee discussion:

6.3.4 (a2) This section should now read “the organizational structure, including key personnel,”.

6.4.1 (c) Change “50 calendar days” to “60 calendar days”.

6.4.3 (d3) Change “65 calendar days” to “60 calendar days”.

6.6 (c) This section should add the phrase “with all supporting documentation” after the phrase “assessment team’s recommendation”.

CONCLUSION

The committee determined that no further teleconferences were needed before NELAC V, and discussed the agenda for the annual meeting. This agenda is to include a general review of progress on Chapter 6, and a discussion of any new comments received from EPA Lead Assessors (if any).

The meeting was adjourned at approximately 4:10 p.m.

**ACTION ITEMS
ACCREDITING AUTHORITY COMMITTEE MEETING
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Item No.	Action	Date to be Completed
1.	Mr. Anderson will compile comments received from Ms. Mourrain via the EPA lead assessors and distribute them to the committee prior to the NELAC V.	June 25, 1999

**PARTICIPANTS
ACCREDITING AUTHORITY COMMITTEE MEETING
MAY 4, 1999**

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